



# Drying Process Procedure (Colmac Slim Line 1200)

Procedure Number  
WCDHB-LDY-005

Version Nos:  
**3**

## 1. Purpose

This Procedure is performed as a means of ensuring that the Colmac Slim Line 1200 Machine is operated in a safe and efficient manner.

## 2. Application

This Procedure is to be followed by all Laundry staff throughout the West Coast District health Board (WCDHB).

## 3. Definitions

There are no definitions associated with this Procedure.

## 4. Staff Authorised To Perform Procedure

This Procedure shall be performed by:

- all laundry staff.

## 5. Resources Required

This Procedure requires:

- Colmac Slim Line 1200 machine

## 6. Process

### 1.00 Safety Precautions

- 1.01 Be aware that steam can leak out from the tunnel and will burn.
- 1.02 Do not place your hands on the metal sides of the entrance and exit to the tunnel as they become very hot.
- 1.03 Be aware that coat hangers exiting from the machine are very hot.
- 1.04 Always clear the lint filter with the brush provided and not your hands.

### 2.00 Operating Process

- 2.01 Prior to operating the machine ensure that the filters have been cleaned.
- 2.02 Turn the machine on at the main wall switch.
- 2.03 Turn on the main machine switch (right side of control panel).
- 2.04 The temperature control dial is preset and must **NEVER** be altered.
- 2.05 The conveyer belt speed can be adjusted to achieve optimum garment drying.



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- 2.06 The steam facility is activated when it is necessary to remove creases from garments.
- 2.07 To achieve the correct steam setting, process a dummy garment first.
- 2.08 Press start button.
- 2.09 Place garment on coat hanger carefully positioning the collars flat and even.
- 2.10 Hang the coat hanger and garment onto the moving belt. This will then be fed into the tunnel automatically and carried through the machine.
- 2.11 The dry garments are then sorted into appropriate categories:
- i) Nurses: checked for mending needs and placed into mending bag  
checked for stains and placed into rewash bag
  - ii) Other Uniforms: folded  
stored in like piles in dispatch area
  - iii) Pyjamas folded
  - iv) Isolation Gowns folded
  - v) Seaview Dresses folded and sorted by Villa for dispatch.

### **7. Precautions And Considerations**

- ➔ Be aware that steam can leak out from the tunnel and will burn.
- ➔ Do not place your hands on the metal sides of the entrance and exit
- ➔ Always clear the lint filter with the brush provided and not your hands.

### **8. References**

- Laundry Guidelines For Rest Homes And Small Hospitals (Ministry of Health)
- Health and Disability Sector Standards NZS 8134:2001 (Standards NZ)

### **9. Related Documents**

- Wash Sorting Procedure
- Washing Process Procedure – Cherry Tree Braunex
- Washing Process Procedure – IPSO 234
- Washing Process Procedure – Seibt and Knapp
- Drying Process Procedure – Kamsin 1 – 4
- Drying Programmes Nos 1 – 3 Dryers
- Drying Programmes Nos 4 Dryer
- Ironing Process Procedure – Foldmaker 35
- Respirator Instructions – Survivar Blue 2000



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<b>Revision History</b>	<b>Version:</b>	3
	<b>Developed By:</b>	Laundry Supervisor
	<b>Authorised By:</b>	GM- Corporate Services
	<b>Date Authorised:</b>	October 2002
	<b>Date Last Reviewed:</b>	November 2006
	<b>Date Of Next Review:</b>	November 2008



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